

## OLRS Communication

**What?** Eligible List table update

**Who?** OLRS Professional Users

**When?** April 15, 2013

**Message:** As enhancements are added to increase system functionality, the DES OLRS Support team reviews the state's OLRS configuration and our business practices for possible improvements. When the DES team identifies a change that may improve processes, it is presented to and reviewed by the Interagency OLRS Advisory team to assess its usefulness to the Insight community.

To improve system use, support Veteran's hiring, and aid in supplemental certification in eligible goal areas for candidates who meet the competencies requirements, the Eligible List table has been updated to include the applicants' responses to Agency-Wide questions. The responses will appear in columns on the Eligible List as shown here:

Master Profile	Name	Perm Employee*	Agency Employed*	Exam Score	Total Score	Vets Pref %*	Vietnam Era Vet*	Disabled Vet*	Person w/ Disability*	Age 40 or older*	Comments	Status	Expires	Notices
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Onthespot, Johnny</a>	No		100.0	105.0	5		10_or_20	No	Yes	<a href="#">Add</a>	Hired	08/24/13	<a href="#">View</a>
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Crockett, Sonny</a>	No	5400	100.0	100.0	10	No		No	Yes	<a href="#">Add</a>	Active	08/24/13	
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Mouse, Minnie M.</a>	Yes	3000	100.0	100.0	No	No	No	No	No	<a href="#">Add</a>	Active	08/24/13	
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Munzie, Mazzy</a>	Yes	3000	100.0	100.0	10	Yes				<a href="#">Add</a>	Active	08/24/13	
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Shortcake, Strawberry</a>	Yes	1110	80.0	80.0	Used	No	Yes	No	Yes	<a href="#">Add</a>	Active	08/24/13	
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Auderer, Jack the Cat</a>	No		70.0	70.0						<a href="#">Add</a>	Active	08/24/13	<a href="#">View</a>
<input type="checkbox"/> <a href="#">View</a>	<a href="#">Bono, Sony</a>	Yes	3100	70.0	70.0	10	Yes	30	No	Yes	<a href="#">Add</a>	Active	08/24/13	<a href="#">View</a>

The columns that are populated by the applicant response are indicated with an asterisk. The field will appear blank if a response is not selected by the applicant.

**Perm Employee\*** is linked to the only required Agency-Wide question –

Do you currently hold permanent status as a classified employee within the Washington General Service or Washington Management Service?

- ☐ Yes
- ☐ No

**Agency Employed\*** populates with the selected agency's HRMS four digit code and is mapped to the following question (*note: exempt agencies, boards or commissions may not have a HRMS code and will appear with leading zero's*) --

If you are a permanent state employee, which agency are you permanently employed with?

- ☐ Dropdown selection

**Vets Pref %\*** is linked to the veteran's self declaration question –

If you are a US Veteran and would like to apply for Veteran's Preference points, indicate whether you are entitled to either an additional 5 or 10 percent added onto your passing score. You may be required to provide a copy of your discharge paper DD214, NGB Form 22 or other military record.

Eligible applicants may use Veteran's Preference when applying with the state of Washington in accordance



with RCW 41.04.010, 41.04.007, 41.04.005, and 73.16.010. For additional information on Veteran's Preference and guidance on how to determine if you are eligible for 5% or 10%, [click here](#)

- Yes, I qualify for an additional 5% onto my passing examination score. (5)
- Yes, I qualify for an additional 10% onto my passing examination score. (10)
- Yes, I qualify but I have already used my additional percentage to gain state employment. (Used)
- No, I do not qualify. (No)

**Vietnam Era Vet\*** is linked to –

Are you a Vietnam Era Veteran?

- Yes
- No

**Disabled Vet\*** is linked to –

Are you entitled to compensation under laws administered by the U.S. Department of Veterans Affairs for disability?

- Yes, I have a service disability rated at 30 percent or more. (30)
- Yes, I have a service disability rated at 10 or 20 percent as determined by the U.S. Department of Veterans Affairs which has resulted in a serious employment handicap and I can provide a letter from the USDVA confirming this status. (10\_or\_20)
- Yes, I was discharged or released from active duty for a disability incurred or aggravated in the line of duty. (Yes)
- No, I am not entitled to compensation as stated. (No)

**Person w/ Disability\*** is linked to –

Are you a person with a disability?

- Yes
- No

**Age 40 or Older\*** is linked to –

Are you 40 years of age or older?

- Yes
- No

Veteran's Preference eligibility will continue to be validated by the recruiting agency and manually be applied by the Insight user on the Eligible List. However, the need to run the Veteran's Preference report to identify possible qualified veterans on competitive recruitments may be eliminated depending on your agency processes. The state has an enhancement request logged with NEOGOV to increase functionality to automatically add the percentage onto passing scores.

**Reminders:** When a staff member at your agency no longer needs access to system, send a request to [servicecenter@des.wa.gov](mailto:servicecenter@des.wa.gov) to have their Insight access removed. All of their assigned Postings and Requisitions will need to be reassigned by your agency's active Insight user. Your agency OHC Liaison inactivates the staff members OHC access.



**Questions or need assistance with the OLRs? Contact:**

Service Center: (360) 664-6400

Email Contact: [servicecenter@des.wa.gov](mailto:servicecenter@des.wa.gov)

*Want to review past communications? Visit [OLRS Notices](#) on the HR website.*